Baseline Data

- Develop report on copy paper purchases for a baseline year before the program starts.

- Identify a key person to update a spreadsheet, tracking paper purchases and use.

- Develop timetable for training of employees, identify and resolve IT issues.

- Produce quarterly reports on progress and distribute via E-mail to all employees.

Education

- Send E-mail notifications to all the department's employees about the Waste Watchers Paper Reduction Challenge.

- Publicize your department's paper reduction goal.

- Share the **Top Ten Tips** with staff.

- Put posters at copy machines and employee bulletin boards to serve as reminders.

- Publicize the members of your Waste Watchers team. This way if your staff has questions, concerns, or ideas, they know who to address.

Did you know?

Each ton of paper recycled saves
- 17 trees
- 7,000 gallons of water
- 380 gallons of oil
- 3 cubic yards of landfill space
- 6 months energy to heat a home

Did you know?

A study from Minnesota recently discovered the creation, printing, and disposal costs for a ream of office paper can cost up to $155 each. The average office worker uses over 20 reams per year!

Information Technology

- Take an inventory of your printers, copiers, and fax machines. Determine which ones are capable of duplexing.

- Make sure that duplexing is set as the default for everyone's machine. You may need IT assistance to set up the duplex option on some computers.

- Establish a printer policy to reduce the ratio of printers to employees while upgrading to devices with higher functionality. Phase out personal desk-top printers and confirm that everyone has access to a duplex capable printer.

- Use older printers that are not capable of duplexing for Second Chance paper.

- Check to see if your printer has a security feature that allows you to 'Hold Print'. This allows even secure documents to be printed at the main printer. Make sure staff knows how to use these features.

- Ask staff to eliminate the printing of documents that could be shared or stored electronically.

- Consult with the IT department to learn about technological improvements that could help you save substantial amounts of paper.

Waukesha County
Waste Watchers

A project of the Sustainability Program

- Reduce paper use

- Conserve resources & energy

- Save time

- Reduce your carbon footprint

- Have fun!

economy·community·environment
WAUKESHA COUNTY
LEADING TO SUSTAIN

Implementation

- Identify a lead person(s) to be the "champion" for your department or division.

- Recruit interested or strategically placed staff to be on your Waste Watchers Paper Reduction Team. (i.e. one person from each division)

- Decide on your top five ideas (your Plan) for reducing paper consumption in your department. Review our **Good Office Practices, Questions to Ask,** and the **Top Ten Tips** for ideas. Visit www.seattle.gov/papercuts for additional ideas. This successful program served as the model for Waukesha County's pilot program.

- Develop **Baseline Data** of paper purchased last year.

- Announce and promote the Waste Watchers Paper Reduction Challenge through staff meetings.

- Use **Education** to inform employees about the environmental and economic benefits of reducing paper use. Track your progress and share your results through E-mails.

- Trouble shoot any printer or connection/set-up problems with the department of **Information Technology**.

- Have fun conserving resources!

WAUKESHA COUNTY RECYCLES

Good Office Practices

- Dedicate one copier drawer to "Second Chance Paper" for default printing.

- Hold "Green Meetings" by sending agendas and documents for review by E-mail ahead of time. During the meeting use a white board; assign a designated note-taker. Take advantage of technology by communicating with PowerPoint instead of paper.

- Eliminate printing internal communications that are available electronically. For example, encourage employees to save electronic instead of printed copies of staff directories.

- Maintain an electronic library on your web page so employees have paperless access to departmental forms & documents.

- If you are unable to duplex on a personal printer on your desk, restrict its use to documents that require security. (And consider using "Second Chance" paper) Send most documents to the duplex capable network printer.

Questions to Ask

- Can you reduce printed materials and improve services by making information available to the public electronically?

- Instead of printing long documents or a collection of materials to give away at meetings and conferences, can you copy onto CD's instead?

- Are your mailing lists cleaned frequently to avoid bad or duplicate addresses?

- Can you send information electronically rather than hard copies? ie; agendas, minutes, and reports

Top Ten Tips

1. Think before you print. Re-evaluate if you actually need a hard copy.

2. Double-side documents or print on Second Chance paper.

3. Save and store important E-mails and documents as electronic files instead of printing them and saving them in a cabinet.

4. Use E-mail to send documents instead of printing and then faxing them.

5. Use 'Track Changes' to proof a document for someone electronically.

6. Ask for documents to be sent from others electronically.

7. Increase the font size or the resolution on your monitor so documents are easier to read.

8. Use electronic letterhead instead of pre-printing it.

9. Give paper a Second Chance! Re-use one-sided documents for printing drafts, faxes, or other documents that are only used internally. Set up convenient collection boxes near all printers.

10. Adjust margins or print multiple pages on each side of the paper (especially PowerPoints) to reduce the total number of pages printed.